

~~SECRET~~*Regulatory*
PER-10

23 August 1988

MEMORANDUM FOR: Chief, Analysis Group
Chief, Engineering Support Group
Chief, Operations Group
Chief, Production Group
Chief, Administrative Staff

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

SUBJECT: FY 89 Personal Services

25X1 1. I am pleased so many of your managers attended the briefing given by [] last Friday. The emphasis being placed by the DS&T on managing personal services is considerable and will occupy much of our resource management effort in the coming year.

25X1 2. The messages [] was trying to get across bear repeating, particularly in the context of FBIS realities: Total personal service funds for FBIS next year represent 0.6-percent growth over FY 88. This meager amount must somehow accommodate our overseas bills, our significant cadre of part-time and coop employees, and a January pay raise projected at 4 percent.

3. It is imperative that we begin managing our FY 89 personal services now. To do so, you must begin factoring the following restrictions into your personnel planning:

-- Your budget for part-time, coop, and summer employees next year will not exceed your actual FY 88 expenses for the same.

-- Overtime will be reduced at least by half.

Any increases in one of the preceding categories affecting your FY 89 dollar requirements will have to be offset by a corresponding decrease within your personal services budget.

25X1 []
R. W. Manners

25X1 []

~~SECRET~~

SECRET

Distribution:

- Addressees as stated
- 1 - D/FBIS Chrono
- 1 - E&PS Chrono
- 1 - PO/RA
- 1 - FBIS Registry

25X1

FBIS :nl

SECRET